

Entered

1-16-07

City of Lincoln Appointment Application

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointments by the Mayor and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointments. If you have recently prepared a biography or resume, PLEASE ATTACH IT TO THIS FORM.

Complete both sides and return to: Lincoln-Lancaster Women's Commission, 440 S. 8th St., Ste. 100, Lincoln NE 68508. FAX: 441-6824

PERSONAL INFORMATION

NAME (please type or print last name, first name, and middle initial)

☐ Mr. ☐ Ms. ☐ Miss. ☒ Mrs.

SMITH SONJA F

Legal Residence

Street

2045 S. 18th Lincoln

City

State

NE

Zip

68502

County

Lancaster

Business Address

Street

220 S. 17th Lincoln

City

State

NE

Zip

68502

County

Lancaster

Residence Telephone

(402) 477-6033

Business Telephone

(402) 471-7324

Applicant Occupation

CSE OPS SPECIALIST

Employer

STATE OF NEB.

E-mail Address

sonja.smith@HHS.NE.GOV

To assist in the selection, you are asked to voluntarily provide information which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Sex

☐ Male

☒ Female

Racial/Ethnic Background

BLACK

EDUCATION

Schools attended including High School

School

CURIE H.S.

Location

CHICAGO, IL

Dates

9/77-6/81

Major/Degree

BUSINESS / Diploma

WESTERN IL UNIV

MACOMB, IL

6/81-12/86

Criminal Just/Bachelor

HAROLD WASHINGTON

CHICAGO, IL

9/87-12/87

Real Estate/Sales Cert.

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

Democratic Black Caucus

World Day on the Mall

SuperVision Facilitator

Diversity Facilitator for Cedars Youth Programs

Nebraska Child Support Assoc. - Region Rep. Coordinator

EMPLOYMENT

STATE of Nebraska

Employer

LINCOLN 220 S. 17th

Location

9/02 - Present

Dates

Type the number in order of preference if selecting more than one

CITY OF LINCOLN

City Boards, Task Forces & Commissions

Please check City boards, task forces or commissions for which you would like to be considered for appointment.
Please number your selections in order of interest.

ADMINISTRATION

- ☐ Emergency Medical Services Board
- ☐ Lincoln City Library Board
- ☐ Lincoln Electric System Administrative Board
- ☐ Lincoln Housing Authority Board
- ☐ City Personnel Board

BUILDING & SAFETY

- ☐ Building Code Board of Appeals
- ☐ Code Study Committee
 - ☐ Building Code Task Force
 - ☐ Electrical Code Task Force
 - ☐ Mechanical Code Task Force
 - ☐ Plumbing Code Task Force
 - ☐ Uniform Code Task Force
- ☐ Dangerous Building Code Board of Appeals
- ☐ Electrical Advisory, Appeals & Examining Board
- ☐ Examining Board of Plumbers
- ☐ Fire Sprinkler & Chemical Examining Board
- ☐ Gas Piping Exam Board
- ☐ Heating, Ventilating & Cooling Advisory & Appeals Board
- ☐ Heating, Ventilating & Cooling Examiners Board
- ☐ Housing Advisory & Appeals Board
- ☐ Plumbing Code Board of Appeals
- ☐ Uniform Fire Code Board of Appeals
- ☐ Water Conditioning Board of Examiners

ENVIRONMENT

- ☐ Air Pollution Advisory Board
- ☐ Water Conservation Task Force

GENERAL GOVERNMENT SERVICES

- ☐ Auditorium Advisory Board
- ☐ Cable Advisory Board
- ☐ Charter Revision Commission
- ☐ Government Access & Information Committee
- ☐ Workforce Investment Act Board
- ☐

HEALTH & HUMAN SERVICES

- ☐ Community Health Endowment Board of Trustees
- ☐ Commission on Human Rights
- ☐ Lincoln Area Agency on Aging Advisory Council
- ☒ Lincoln-Lancaster Women's Commission
- ☐ Lincoln-Lancaster County Board of Health

PARKS & RECREATION

- ☐ Parks & Recreation Advisory Board
- ☐ Community Forestry Advisory Board
- ☐ Veterans Memorial Gardens Council

PLANNING & DEVELOPMENT

- ☐ Board of Zoning Appeals
- ☐ Community Development Task Force
- ☐ Downtown Business Area Improvement Board
- ☐ Economic Development Loan Committee
- ☐ Historic Preservation Commission
- ☐ Lincoln-Lancaster County Planning Commission
- ☐ Nebraska Capital Environs Commission
- ☐ Urban Design Committee

TRANSPORTATION

- ☐ StarTran Advisory Board
- ☐ Taxicab Review Board
- ☐ Pedestrian/Bicycle Advisory Committee

OTHER

- ☐ Citizen Handicapped Parking Patrol
- ☐ Citizen Police Advisory Board
- ☐ Mayor's Committee for International Friendship
- ☐ Mayor's Multicultural Advisory Committee
- ☐ Relocation Assistance Appeal Board
- ☐ Procurement Appeals Board

Sonja F. Smith

2045 S. 18th Street
Lincoln, NE 68502

Phone: 402-477-6033
E-mail: sonja.smith@hhss.ne.gov

Objective *To obtain a position that allows me to showcase my superior communication skills: that allows me to challenge myself: and that gives me the opportunity to use my talents to assist others in reaching their potential.*

Education 6/1981-12/1986 *Western Illinois University Macomb, Illinois*

*Criminal Justice
Bachelor of Arts and Science Degree — December 1986
Minor — Sociology*

*9/1987 - 12/1987 Harold Washington College Chicago, Illinois
Real Estate
Certificate of Real Estate Sales*

Professional Experience 6/2002 – Present *Nebraska Department of Health and Human Services
Child Support Operations Specialist*

Receive, evaluate and resolve question/inquiries from individuals and public/private entities. Conduct administrative reviews of cases submitted for enforcement. Represent Department in Administrative hearings. Conduct administrative reviews of cases submitted for Administrative Offset, Passport Denial, Consumer Credit Reporting, SourceCheck, License Suspension and Child Support Overpayments. Interpret court orders, modifications, stipulations, property settlement Agreements, other legal documents, and court payment records to resolve intra and interstate collection and distribution problems, or for possible modification of child support. Research and process potential recoveries to determine validity. Create recovery folders for overpaid customers, create and mail initial overpayment letters, negotiate repayment plan with customers for allege overpayment. Receive, research, and respond to questions/inquires regarding intra and interstate issues including legal jurisdiction. Creator and facilitator of Cross-cultural communications training "Breaking Down Barriers in Cross-Cultural Communications" for Nebraska Hospital Paternity Acknowledgement Programs across the State of Nebraska. High School Liaison for Child Support Paternity Programs — visit local high schools; talk to parenting classes about Child Support and Establishing Paternity.

*9/2002 – 6/2002 Nebraska Department of Health and Human Services
SOS Temporary Staff Assistant II*

Tax Intercept Refund Program yearly extraction of Federal and or state taxes of those Non-Custodial Parents meeting the criteria for the Federal Governments Tax Intercept Program. Administrative Offset, Passport Denial, Consumer Credit Reporting, and License Suspension. Interpret court orders, modifications, stipulations, property settlement agreements, other legal documents, court payment records to resolve intra and Interstate collections and distribution problems, or for possible modification of support. Used my paralegal experience and legal background to assist customers, courts and financial institutions with consumer credit reporting and tax refund intercept program. Utilized the charts system to research and resolve customer's questions, concerns and complaints. Explain the appeals process; enter request for administrative review. Utilize my extensive Customer Service/Human Relations skills to defuse angry and hostile customer for self and other staff. Log request for Administrative Appeals.

2/1999 – 9/2002 Senior Technologies Inc. Lincoln, Nebraska
Customer Sales Coordinator

Supervise 15 states for Alzheimer Alert Security Systems and products. Coordinate with hospital directors and nursing home administrators for upgrades and maintenance of Alert Systems. Review floor plans to analyze security systems for each facility. Prepare sales proposals, quotes, sales contracts and training programs. Negotiate pricing and payment plans, organize all paperwork for installations. Maintain working relationships with facilities to ensure products met the facilities needs in accordance with negotiated contract. Maintain tracking and upgrading information for lock regulations in accordance with each states regulation codes for locks. Schedule in house trainings to keep staff up to date on any regulation changes in their specific state.

**Professional
Organizations**

Nebraska Child Support Association — Region Representative Coordinator
 Advise region representative on training ideas and seminars to enhance skills of child support staff across the state. Plan yearly Child Support conference and fun night.

Department of Administrative Services — SuperVision Facilitator
 Leadership development program provides training for State of Nebraska Supervisor and other lead staff on human relations skills.

World Day on the Mall Committee — Administrative Team Lead
 Spear head fundraising efforts, facilitate community support, and build relationships with vendors and presenters for this annual event. Assist with the writing and maintenance of grant funds.

Creative Expressionist — Poetry and Prose

A combination of spoken word and theatrics designed to help individuals come together by experiencing an interactive, powerful, and thought-provoking experience through the art of creative expression.

Diversity Training — "Let's Talk"

High-impact, high-quality diversity training programs tailored to client needs.

Volunteer

Church Clerk — "No Greater Love Christian Fellowship Church services 4601 SW 48th Street, Lincoln, Nebraska

City Impact — Sex Education instructor for urban youth

References available upon request